

# EARTHQUAKE SMART CHECKLIST FOR BUSINESSES



**Use this checklist to prepare your business for an earthquake.**

- ☐ Review emergency procedures with co-workers
- ☐ Conduct an employee survey of special skills and capabilities
- ☐ Designate response personnel (and back-ups) within each building and floor
- ☐ Develop a plan to continue business operations remotely in case the building is unsafe to occupy
- ☐ Develop personnel records that include family contacts, schools, doctors, and medical need
- ☐ Encourage at home family disaster preparedness
- ☐ Practice drop cover and hold as if an earthquake were taking place, encouraging people to find the safest place in their immediate environment
- ☐ Practice utility shutoffs. Show several co-workers where and how utilities are to be shut off
- ☐ Conduct an earthquake vulnerability study to determine potential damage to your building, and un-reinforced masonry or concrete structures
- ☐ Review and practice first aid and CPR skills
- ☐ Check and refresh emergency supply kits
- ☐ Develop a mitigation plan that addresses emergency needs, including loss of utilities, and potential business loss and recovery

Business name: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

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